

Statement of Work | Moving Ahead | French-speaking Client Partner

The Role

An experienced French-English bilingual client and programme partner is required for support of the Founders Forward Mentoring Paris cohort 2021.

Moving Ahead is looking for an experienced client and programme partner/account executive to support the participants and client in French for contracted deliverables relating to programme events, feedback surveys and check-in calls, and reporting. Experience in the Diversity and Inclusion field is recommended.

Deliverables

To support the mentoring programme for female founders participating in the Paris cohort 2021

- Review translated communications, learning materials and feedback from participants in French
- Respond to participant queries relating to the programme in French
- Conduct check-in calls to gather insights from participants in French
- Support facilitators at online events in French
- To collate notes, track responses and update reports with data from the Paris cohort
- Remote working with no travel requirements

Date required

From August 2021 for six/seven months

Time commitment

- In the first month, average 10 - 12 hours per week
- Remaining five months, 4 - 6 hours per week

About Moving Ahead:

[Moving Ahead](#) is a social impact organisation working to improve workplace inclusion and diversity. Our mission is to create an inclusive society in which individuals and organisations can be at their best. We work cross-sector, cross-company and cross diversity-strand, designing and delivering mentoring, development programmes and research that helps organisations achieve diversity of thought and perform better. To date, we have reached more than 30,000 individuals across more than 300 organisations and 30 sectors.

If you are interested, contact dani.ettridge@moving-ahead.org and elize.clark@moving-ahead.org



MOVING AHEAD